



## Finance Council

### ***Purpose:***

The purpose of the Finance Council is to provide a forum for communication among agency fiscal officers concerning VITA financial and accounting issues. Members of the council, which will be made up of senior finance staff from customer agencies and from VITA, will be able to identify and discuss issues, and to assist with providing solutions.

Quarterly meetings will provide an information exchange that can then be shared with others in the finance community, both at VITA and at stakeholder agencies.

### ***Background:***

Meetings have been held with agency budget officers and with VITA finance staff, but the perception of VITA finances, including funding, rates, and operations, is still one of confusion and some degree of misinformation. A council that regularly meets to discuss the finance topics that are of concern to agencies and VITA employees should provide a means for voicing concerns, discussing facts, and proposing, debating and discussing solutions.

### ***Scope:***

Senior finance officers from several customer agencies and from VITA will meet quarterly to discuss VITA finance topics, including the following:

- Rates, including timing of changeover from direct bill to rates,
- Billing, including timeliness and format,
- Transfer of mapped positions to VITA,
- Issues concerning transfer of assets that were purchased with federal dollars, as well as VITA and agency Cost Allocation Plans,
- Budgets, and discussion about a centralized IT budget,
- Rent for space and other facilities,
- Asset transfer, including how it will be handled in FAACS, and
- Contractual implications and issues.

Council members will be encouraged to provide feedback, suggest solutions, debate topics, and communicate concerns to VITA financial management. Ultimate decisions are the responsibility of VITA management, but the council will provide important input and feedback concerning topics under discussion.

Council members will be encouraged to share information with management and employees within their own agencies, as well as personnel in other agencies. The goal is a better understanding of VITA's business among its customers, as well as a better understanding of customer needs by VITA finance staff.

Subgroups may be formed to assist in resolution of specific issues or initiatives.



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### ***Timeline:***

Input, feedback and communication provided by the Finance Council will be immediately beneficial to VITA as it is on-boarding medium and large agencies, seeking approval for rates, assembling its bills, and preparing budgets. The Finance Council should be identified and begin meeting in the very near future:

Identify members	June 15-30, 2004
Prepare first meeting agenda	by June 30, 2004
First meeting	July 28, 2004
Each meeting thereafter	Every three months

### ***Resources:***

Senior finance staff from VITA and from agencies will be appointed to the Finance Council. At a minimum:

VITA CFO,

VITA Director, Supply Chain Management

VITA Controller

VITA Associate Director of Budget, Planning & Analysis,

VITA Enterprise Service Director for Secretary of Finance

Other VITA staff as appropriate to agenda items

Large agencies – five agencies will each provide a senior finance officer

Department of Motor Vehicles

Department of Transportation

Department of Conservation and Recreation

Department of Health

Department of Agriculture and Consumer Services

Medium agencies – three agencies will each provide a senior finance officer

Department of Accounts

Department of Education

Department of Professional and Occupational Regulation

Small agencies – two agencies will each provide a senior finance officer

Department of Emergency Management

State Board of Elections